

# Washington County

## Job Description



<b>Title:</b>	Deputy County Attorney	<b>Code:</b>	
<b>Division:</b>	Criminal/Civil	<b>Effective Date:</b>	07/08
<b>Department:</b>	County Attorney	<b>Last Revised:</b>	01/09

### GENERAL PURPOSE

Performs variety of **professional legal duties** as required to expedite the efficient and effective litigation of civil and criminal cases within the county.

### SUPERVISION RECEIVED

Works under general supervision from the County Attorney, Senior Deputy County Attorney, Lead Criminal Prosecutor, or Lead Civil Deputy on a case-by-case basis.

### SUPERVISION EXERCISED

Provides supervision to legal secretaries and support staff on a project-by-project basis.

### ESSENTIAL FUNCTIONS

**Criminal/Prosecution:** Prosecutes felonies and misdemeanors in justice, juvenile and district courts. Reviews law enforcement crime reports. Determines nature and quality of the case and decides whether to file criminal charges. Monitors case progress to assure efficient and effective administration of justice.

Performs legal research, gathers and analyzes evidence, drafts legal documents such as subpoenas, warrants, petitions, affidavits, motions, memoranda, and jury instructions. Attends court or other proceedings and delivers the State's case at all stages, such as bail hearings, arraignments, preliminary and pretrial hearings, trials, and sentencing.

Consults with law-enforcement officers and provides assistance with drafting affidavits, search warrants, and arrest warrants. Communicates with victims, witnesses and law enforcement officials regarding case status and progress. Negotiates with opposing counsel.

Provides regular reports, written or verbal, to the County Attorney regarding case status.

Investigates unattended deaths. Represents the State at involuntary commitment hearings. Represents the County Attorney's Office on various community boards, organizations, or activities. Interacts with a variety of community and advocacy groups.

Provides general assistance to the public regarding various aspects of the law, legal rights, victim remedies and related legal processes; provides advice consistent with the purposes and authority of the office of County Attorney.

Performs related duties as required.

**Civil Counsel:** Advises, counsels and consults with various departments and agencies of the county on civil legal matters. Drafts policies, procedures, resolutions, ordinances, contracts, correspondence and other legal documents on behalf of the county, its officials and agencies. Assists in the development of administrative procedures for county departments and agencies. Advises county officials on legal compliance and risk management issues.

Performs research and prepares opinions on various legal problems of the county related to planning and zoning, ordinances, records and deeds, tax valuation, public roads, public lands, water rights, right-of-way and easements, land acquisitions, land use, GRAMA, and others.

Prepares pleadings, conducts discovery, investigates cases, interviews witnesses, appears in court or administrative hearings, and otherwise litigates civil legal matters on behalf of the county. Advises county officials on litigation strategy.

Provides legal advice and assistance to various commissions and administrative panels in hearings; provides assistance in drafting findings and decisions resulting from hearings before such commissions; attends and participates in public meetings as needed to serve as a resource and legal voice of the county; appraises county officers regarding various legal issues related to statute, ordinance, policy and practice.

Investigates and gives opinions as to the validity of claims against the county.

Negotiates with persons in the private sector on legal issues pertaining to county government.

Performs related duties as required.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college of law with a juris doctorate degree,

AND

B. Sufficient experience to demonstrate an aptitude or ability to perform above and related duties,

2. Required Knowledge, Skills and Abilities:

**Working knowledge of** advocacy techniques; principles of law and their application; civil and criminal trial procedures and the rules of evidence; Utah Code and local ordinances and how they apply to county government operations; case law related to a variety of county government subjects and criminal prosecution; principles, practices and methods used in legal research.

**Ability to** conduct the prosecution or defense of civil and criminal cases assigned; ability to present statements of fact, law and argument intelligently and logically; ability to gather and evaluate information obtained through research, investigations and interrogations; apply legal principles and knowledge to individual cases and problems; ability to analyze and evaluate facts and evidence and to apply them to individual cases and problems; ability to establish and maintain effective working relationships with employees, other agencies and the public; ability to follow written and verbal instructions; ability to communicate effectively, verbally and in writing.

3. Special Requirements:

Must be licensed to practice law in the State of Utah (member of Utah State Bar, in good standing).

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem-solving. Periodic travel required in normal course of job performance.